

**ALASKA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

COMMISSARY

Commissary may be provided to meet the extended employment needs of personnel assigned to emergency incidents. In Alaska, commissary is generally agency-provided rather than contractor-provided, and items are limited to those which enable personnel to remain productive while working in remote areas. This chapter deals with agency-provided commissary only. Refer to the Interagency Incident Business Management Handbook for further information on contract commissary.

Personnel working at their point of hire are not allowed commissary privileges. Cutoff deadlines for purchasing commissary for demobing crews or overhead will be determined by the Finance Section Chief. The Incident Agency is responsible for providing direction to the Incident Management Team regarding availability of commissary and agency-specific requirements regarding commissary items and documentation.

Employees are expected to come to work prepared with all clothing, prescriptions, and toiletries to last for the entire 14 day assignment. The expectation of a “shopping expedition” being provided through commissary is inappropriate as it is not the State’s responsibility to outfit workers with “basic” clothing or other personal items. Doing so puts unnecessary strain on everyone in the chain of commissary, from ordering to purchasing to distribution. In addition, allowing for liberal provisioning on one fire sets up the expectation for similar support on other incidents when there might not be any commissary available at all.

Commissary may be ordered on the 5th day of an assignment for delivery on the 7th day. In an effort to reduce incident costs for agency-provided commissary, items and amounts available are limited and only one commissary order per crew/individual per 14 day assignment will be filled. All commissary will be purchased through payroll deduction and posted to the employee’s OF-288 prior to their release from the assignment. Commissary items may be sold at actual cost where possible, but to create a more equitable and efficient distribution, averaging may be used. Commissary will not be allowed for anyone scheduled for demobe.

When commissary is delivered, the Commissary Manager or the individual elected to distribute the commissary will immediately inventory the items to verify quantities, and store the commissary in a secure location until it is issued.

Commissary Types

There are three types of agency-provided commissary: Pre-packaged Individual Commissary, Initial Commissary, and Emergency Commissary.

Pre-packaged Individual Commissary

Individual commissary includes socks, cigarettes, chew, and may include boot grease, and leather boot laces. Individual orders are coordinated through the Crew Boss to Finance Section Chief and approved by the Incident Commander. Items will be pre-packaged and labeled by crew, employee’s last name, last 4 digits of the SSN and total price. Additionally, the Commissary Issue Records

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should be established before dispersion of commissary. Separate Issue Records should be filled out for crews and similar units, i.e., helibase, logistics, etc. All columns and rows should be totaled and balanced.

Initial Commissary

Cigarettes:	1 Carton Camel Light Filter
Cigarettes:	1 Carton Camel Filter
Cigarettes:	5 Cartons Marlboro
Cigarettes:	5 Cartons Marlboro Lights
Chewing Tobacco:	8 Rolls Copenhagen
Chewing Tobacco:	2 Roll Skoal (no mint)
Socks:	32 Pair (wool, wool blend, or cotton)

An Initial Commissary “box” is meant to serve one EFF Type II crew. That is, the items in the initial commissary box is meant to meet the tobacco and sock needs of one crew. Pricing is according to the items purchased.

Optional Items

Optional items may include toothpaste, bandanas, etc. Optional commissary items should be the exception rather than the rule, and depending on the overhead team policy, may not be allowed at all. Purchase of these items is at the discretion of the Incident Commander and the administering agency.

Miscellaneous items such as film, batteries, radios, tape recorders, postage stamps, postcards, etc., are not considered necessary personal gear, and cannot be purchased through commissary. Food and beverages cannot be purchased through commissary as these items are provided by the employing agency.

Emergency Commissary

When environmental conditions cause excessive wear on required personal gear, or if personal gear is burned over by wildfire, the IC may authorize emergency purchases on an individual basis. This authorization should be given only when the condition of personal gear creates an unacceptable working condition for the employee.

Emergency commissary will be ordered on an individual basis, and each order will include the employee’s name, crew name, and item requested (note size if appropriate). Once an employee has made an order, he or she will be obligated to purchase the ordered items unless there is an error in size or a gross misunderstanding. With the exception of boots, brand name, color, and style should not be included.

Prescription drugs may be ordered as Emergency Commissary only with a valid prescription. Prior approval for the order must be obtained from the Medical or Supply Unit Leader, Logistics Section Chief, or IC. The employee should bring sufficient prescribed medicine to last a minimum of 16 days.

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Non-prescription drugs and vitamins may not be purchased through commissary. The Medical Unit will make available, upon request, aspirin, eyewash, and cold medicines at no charge. Other non-prescription drugs and vitamin supplements may be made available through the Medical Unit Leader at his/her discretion. There will be no charge for any such items obtained through the Medical Unit.

Procurement of Commissary

Purchase and Delivery

The order may be filled locally by the Area, Finance Unit at the fire, or by the Regional office – whichever is the more efficient option. When purchasing commissary, retain all invoices and receipts, and write the commissary collocation code (10310131 for Northern and 10310132 for Coastal) and fire number on them. This information must be recorded on the Commissary Accountability Record before the receipts will be given to the Area administrative staff or Regional Accounting Technician for vendor payment, while copies will be kept as part of the final fire package.

Inventory

Items are inventoried prior to distribution to verify quantity. Prices are then marked on the merchandise or a sign may be displayed showing prices. Items of similar quality but different prices may be sold as an average price.

For example, wool socks are purchased at three different prices: 6 pairs @ \$8.29, 5 pairs @ 7.99, 8 pairs @ 9.25. To determine the average price, the following calculation is done:

- | | |
|--|---|
| 1. 6 x 8.29 = \$49.74
5 x 7.99 = \$39.95
8 x 9.25 = <u>\$74.00</u>
19 \$ 163.69 | 2. \$163.69 /19 pair = \$8.62 average price |
|--|---|

When balancing the account on the Commissary Accountability Record, any difference due to averaging is noted in blocks 10 and 11.

Distribution

Effective and efficient distribution of commissary requires consideration and implementation of the following:

- Appropriate distribution location.
- Appropriate time (after crews are off shift)
- Notify/coordinate with crew bosses on distribution location and times. It is advisable to stagger crews to relieve crowding and expedite distribution.
- Make transportation arrangements for items and issuing personnel ASAP in advance of distribution.

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Other things to bear in mind:

- Have the original order from the crewboss in hand in case any questions arise
- Individuals should examine items when they are received
- Boots should be tried on to ensure proper fit
- All employees must sign the commissary issue record

Returns

Returns are the exception, not the rule, and should only be made in rare instances such as when there is an error in size or a gross misunderstanding. If an individual has been released before the commissary arrives, the commissary can either be sold to another individual (requires an additional Commissary Issue Record) held as stock on hand, or returned. If held as stock on hand, make the appropriate corrections on pertinent documents.

Accountability

The Commissary Manager (or appointed finance person) is responsible for all commissary stock issued to the unit. This responsibility includes the security of the commissary items as well as the reconciliation of all commissary paperwork.

The Commissary Accountability Record (Form OF-284, see page 5) is the method by which all commissary stock is tracked and accountability is documented. This record should be filled out after all commissary activity, or at a minimum, on a daily basis. After completion, this record is signed by the Commissary Manager (or designee) and the Finance Section Chief. This daily record keeping will ensure that discrepancies or missing stock are found in a timely manner. All commissary documentation is maintained by the Commissary Manager (or designee) and reviewed by the Finance Section Chief as appropriate.

Commissary will need to be closed out upon demobe or team rotation. Unless otherwise agreed upon with the overseeing agency, close out should zero out all stock (i.e. outstanding stock sold or returned). When closing out commissary, originals of all records, including invoices, should be submitted to the overseeing Area/Region with copies of all documentation kept in the final fire package. Any outstanding issues, problems, concerns, unusual occurrences, or issues requiring explanation should be documented and forwarded to the overseeing Area/Region with a copy of the documentation left in the final fire package.

State Employee Documentation

For all incident employees, the commissary deduction is noted in block 22 of the Emergency Firefighter Time Report (OF-288). Regular state employees are responsible for entering their total commissary deduction in the appropriate area of the DNR Time and Attendance Report (lower left hand corner) from the OF-288 prior to their submitting to their home office.

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COMMISSARY ACCOUNTABILITY RECORD		1. PROJECT <i>Thor's Fury</i>		3. REPORT NUMBER <i>2</i>
		2. CAMP NAME <i>Viking Pass</i>		
4. VALUE OF STOCK RECEIVED, TRANSFERRED, OR RETURNED SINCE LAST REPORT				
a.	P.O. INVOICE or TRANSFER NO.	b.	DATE	c.
				VENDOR or TRANSFER UNIT
(1)	<i>2063</i>	(2)	<i>07/03/0x</i>	<i>Redwing shoe store</i>
(3)	<i>11241055</i>	(4)	<i>07/03/0x</i>	<i>Costco - store #63</i>
(5)		(6)		
(7)		(8)		
(9)		(10)		
(11)		(12)		
e. NET CHANGE				→ <i>547 00</i>
5. VALUE OF STOCK ON HAND (<i>Item 9 from previous report</i>)				<i>226 00</i>
6. TOTAL (<i>Item 4e plus item 5</i>)				<i>773 00</i>
7. VALUE OF STOCK ISSUED DURING PERIOD (<i>Attach Commissary Manager Copies of OF-287, Commissary Issue Record</i>)				<i>547 00</i>
8. BALANCE (<i>Item 6 minus item 7</i>)				<i>226 00</i>
9. VALUE OF STOCK ON HAND (<i>Physical inventory attached</i>)				<i>226 00</i>
10. DIFFERENCE (<i>Items 8 and 9</i>) <input type="checkbox"/> PLUS <input checked="" type="checkbox"/> MINUS (<i>Explain in Remarks</i>)				<i>0</i>
11. REMARKS				
12. AUTHORIZED SIGNATURE <i>Elaine Crow</i>		13. TITLE <i>Commissary Manager</i>		14. DATE <i>07/04/0x</i>
I certify that I have determined the accuracy of item 9, and hereby accept responsibility for all items represented.				
15. SIGNATURE <i>Lisa Stump-Cow</i>		16. TITLE <i>FSC</i>		17. DATE <i>07/04/0x</i>

NSN 7540-01-120-4061

COMMISSARY FILE
☆ GPO : 1985 O - 473-280

OPTIONAL FORM 284 (9-81)
USDA/USDI
50284-101

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COMMISSARY ISSUE RECORD					1. FIRE LOCATION <u>Anchorage</u>		2. FIRE NAME <u>Thor's Fury</u>		3. FIRE NO. <u>73X01324</u>	
					4. FIRE CAMP NAME <u>Viking Pass</u>		5. FIRE CAMP NO.		6. DATE <u>07/04/0x</u>	
									7. SHEET NO. <u>1 of 1</u>	
8. COMMODITY <div style="text-align: center;">→</div>					9. TOTAL COST		10. CREW IDENT.		11. PURCHASER'S NAME (Print) AND SIGNATURE	
									12. I.D. No. (from OF-288 Emergency F.F. Time Report)	
									13. INITIALS (Posted to OF-288)	
A	UNIT PRICE								NAME <u>Penny Lane</u>	I.D. NO. <u>E-42256X1</u>
	QUANTITY								SIGNATURE <u>Penny Lane</u>	INITIALS
	SUB-TOTAL									
B	UNIT PRICE								NAME <u>Angie Trefon</u>	I.D. NO. <u>E-43210X3</u>
	QUANTITY								SIGNATURE <u>Angie Trefon</u>	INITIALS
	SUB-TOTAL									
C	UNIT PRICE	<u>37.00</u>							NAME <u>Erwin Balluta</u>	I.D. NO. <u>E-4225618</u>
	QUANTITY	<u>1</u>							SIGNATURE <u>Erwin Balluta</u>	INITIALS
	SUB-TOTAL	<u>37.00</u>								
D	UNIT PRICE	<u>37.00</u>							NAME <u>Bud Olson</u>	I.D. NO. <u>E-4731991</u>
	QUANTITY	<u>1</u>							SIGNATURE <u>Bud Olson</u>	INITIALS
	SUB-TOTAL	<u>37.00</u>								
E	UNIT PRICE	<u>37.00</u>							NAME <u>Benny Rivers</u>	I.D. NO. <u>E-4731994</u>
	QUANTITY	<u>2</u>							SIGNATURE <u>Benny Rivers</u>	INITIALS
	SUB-TOTAL	<u>74.00</u>								
F	UNIT PRICE	<u>37.00</u>	<u>43.00</u>						NAME <u>Andrea Wise</u>	I.D. NO. <u>E-3224104</u>
	QUANTITY	<u>1</u>	<u>1</u>						SIGNATURE <u>Andrea Wise</u>	INITIALS
	SUB-TOTAL	<u>37.00</u>	<u>43.00</u>							
G	UNIT PRICE	<u>37.00</u>	<u>43.00</u>						NAME <u>Julie Chansak</u>	I.D. NO. <u>E-3224105</u>
	QUANTITY	<u>1</u>	<u>1</u>						SIGNATURE <u>Julie Chansak</u>	INITIALS
	SUB-TOTAL	<u>37.00</u>	<u>43.00</u>							
H	UNIT PRICE								NAME	I.D. NO.
	QUANTITY								SIGNATURE	INITIALS
	SUB-TOTAL									
I	UNIT PRICE								NAME	I.D. NO.
	QUANTITY								SIGNATURE	INITIALS
	SUB-TOTAL									
J	UNIT PRICE								NAME	I.D. NO.
	QUANTITY								SIGNATURE	INITIALS
	SUB-TOTAL									

NSN 7540-01-120-4063
Page total 222.00 86.00 212.00 27.00

547.00
Original-Commissary

OPTIONAL FORM 287(8-81)
USDA/USDI
50287-101

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COMMISSARY ISSUE RECORD													
1. DATE		2. FIRE NUMBER		3. SHEET NUMBER									
4. FIRE LOCATION		5. FIRE NAME		OF									
6. COMMODITY		7. ITEM/PRICE		8. TOTAL COST									
9. CREW NAME		10. PURCHASER'S NAME (PRINT AND SIGNATURE)		11. I.D. No. (from OF288 EFF Time Report)									
12. INITIALS (Posted to OF288)		I.D. NO.		INITIALS									
UNIT PRICE		NAME		I.D. NO.									
1 QUANTITY		SIGNATURE		INITIALS									
SUB-TOTAL		NAME		I.D. NO.									
UNIT PRICE		SIGNATURE		INITIALS									
2 QUANTITY		NAME		I.D. NO.									
SUB-TOTAL		SIGNATURE		INITIALS									
UNIT PRICE		NAME		I.D. NO.									
3 QUANTITY		SIGNATURE		INITIALS									
SUB-TOTAL		NAME		I.D. NO.									
UNIT PRICE		SIGNATURE		INITIALS									
4 QUANTITY		NAME		I.D. NO.									
SUB-TOTAL		SIGNATURE		INITIALS									
UNIT PRICE		NAME		I.D. NO.									
5 QUANTITY		SIGNATURE		INITIALS									
SUB-TOTAL		NAME		I.D. NO.									
UNIT PRICE		SIGNATURE		INITIALS									
6 QUANTITY		NAME		I.D. NO.									
SUB-TOTAL		SIGNATURE		INITIALS									
UNIT PRICE		NAME		I.D. NO.									
7 QUANTITY		SIGNATURE		INITIALS									
SUB-TOTAL		NAME		I.D. NO.									
UNIT PRICE		SIGNATURE		INITIALS									
8 QUANTITY		NAME		I.D. NO.									
SUB-TOTAL		SIGNATURE		INITIALS									
column totals		column totals		column totals									

COMMISSARY PHYSICAL INVENTORY

STARTING INVENTORY	# ON HAND UNITS	PRICE	# ISSUED	\$ AMT ISSUED	# ON HAND	\$ ON HAND	S / H	DIFFERENCE
SOCKS								
CIGARETTES								
CHEW								
TOTAL								

8